

Last Reviewed  
May 24, 2016

## **AP 5075 COURSE ADDS, DROPS, AND WITHDRAWALS**

### **References:**

Title 5 Sections 55024 and 58004

### **Adding Courses**

Students may add classes through the registration period. See the respective college catalog for details.

After the registration period concludes, classes may only be added by formal request from the student to Admissions & Records.

### **Withdrawals**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first two weeks or 20% of the term, whichever is less, will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the census day for all students.

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

Students will not be permitted to attempt a class more than three times. Students with extenuating circumstances may appeal to attempt a class for a fourth time. Please see the college catalog for further information.